

**To:** Morales, Monica[Morales.Monica@epa.gov]; Laumann, Sara[Laumann.Sara@epa.gov]; Dygowski, Laurel[Dygowski.Laurel@epa.gov]; Odendahl, Steve[Odendahl.Steve@epa.gov]; Artemis, Tina[Artemis.Tina@epa.gov]; Worstell, Aaron[Worstell.Aaron@epa.gov]  
**From:** Fallon, Gail  
**Sent:** Fri 12/20/2013 8:30:48 PM  
**Subject:** RE: WY RH - Logistics for OAR processing/signature

Hi again – With recent developments, please disregard the below note that I sent last week. Monica and I decided to leave MAX alone; you can continue to edit the various sections of the notice in MAX instead of working on a compiled version. Carl forwarded our compiled version to Janet earlier today as you know.

The compiled version does not automatically change anything in MAX so no worries about that. The compiled version would need to be manually uploaded to MAX if anyone wants it to be there. Also, the compiled version includes the latest versions of all sections as of about 10:30 this morning. This version did not include Carl's brainstorming language in the BART 1 section from last night though Carl's latest edits are still available in MAX when you look at the document history (just pull up the last version with his name by it from last night). I started deleting some of the more general comment balloons in the compiled document before we sent it to Janet but most comment balloons stayed in.

I didn't bother with the linked table of contents since we were pressed for time and it didn't seem as useful after we decided NOT to move forward with the group working on only the compiled version.

Let me know if you have questions or concerns.

Gail

**From:** Fallon, Gail  
**Sent:** Thursday, December 12, 2013 11:38 AM  
**To:** Morales, Monica; Laumann, Sara; Dygowski, Laurel; Daly, Carl; Odendahl, Steve; Artemis, Tina  
**Subject:** WY RH - Logistics for OAR processing/signature

Hi everyone,

Sorry if this is too much information for some of you – just wanted to be sure to over communicate J

I heard back from Ruth Morgan at OAR today. She prefers to do Janet's review and OP's first level review concurrently (apparently there are two levels of OP review). I told her we are shooting for 12/23 to get the notice to OAR. She and I agreed that R8 will send all documents to her electronically (final rule, OFR liaison memos, typesetting request, and signed action memo) and will copy Wendy McQuilkin and Kristien Knapp on 12/23. R8 will also mail one hard copy of the rule along with a diskette with the rule file (I didn't clarify if the hard copy can be double-sided but I think we should make it so). Ruth understands that there will be additional edits. They like to have a hard copy of the rule in their files when they start the process mainly for reference I guess.

I met with Anthony Deloach today to get instructions on compiling a MAX document. After we compile the document, based on Anthony's advice, it seems a good way to deal with subsequent edits is to start by creating a linked table of contents in the document. This will facilitate Janet's and others' final review instead of doing the section by section review. Kathy Ayala doesn't think OFR will have a problem with a linked table of contents (if OFR doesn't like the links, we can take them out after signature). After compilation, MAX generates a new file that is emailed to the person who requested the compilation. The new file then needs to be uploaded to MAX. The original section documents remain in the system.

When we receive Janet's comments, we can create multiple copies of the entire 600 page document in MAX and label them A, B, C, etc. We could then, for example, assign document A to Gail T for modeling section comments, document B to Laurel for BART section comments, document C to Sara for legal section comments, and so on. We will set these documents up on a separate MAX page and lock the section documents on the page we are currently working with so no one can accidentally edit the section documents.

The linked table of contents will facilitate everyone's editing efforts. Having multiple documents will allow people to work on this simultaneously. After everyone completes their final edits addressing Janet's comments, we then recompile all the 600 page documents (A, B, C, and so on) into one. MAX uses the MS Word compare/combine documents function to accomplish this. As an alternative, we could use Laurel's suggested approach of taking Janet's edited version and manually break it back up into sections and separate documents and then recompile these after final edits are made, either skipping or including the linked table of contents step (whatever everyone prefers). If Janet wants to review the document section by

section, maybe Laurel's suggestion is easier though I would have to coordinate with Ruth to have OP also review in sections.

Ruth will be out next week but will be back in the office on 12/23 and will be in for the duration after that. The absolute drop dead date Ruth requested to have the final edits completed is Friday, 1/3. She prefers sooner if possible.

Anthony is out of the office beginning 12/23. I think it will be best if I come in on the morning of 12/23 for part of the day to have some turnover with Laurel (this won't affect my use or lose leave). Anthony said we can call him if we run into any glitches with MAX and he will assist via phone.

Let me know if you have any questions, concerns or preferences to share.

Thanks!

Gail x6281